

New Hire Reporting Law

The Department of Revenue provides a guide with all the information necessary to comply with Montana's New Hire Reporting Law. This law requires every Montana employer to report a minimal amount of information on each new employee hired or rehired on or after October 1, 1997.

Employers who wish to receive a preprinted Montana NHR form, with their preprinted employer information, can call the New Hire Reporting Program toll-free at 1-888-866-0327. For the Helena area, and outside Montana, employers may call 1-406-444-9290. ***Reports must be submitted within 20 days of the date the employee is hired or rehired.***

What are the Reporting Options?

Telephone

Call the New Hire Reporting Program toll-free at 1-888-866-0327. For the Helena area, and outside Montana, employers may call (406) 444-9290. Phones will be staffed between the hours of 8:00 am and 5:00 pm Monday through Friday, except for state holidays. You may call after hours and simply record your information.

Fax

You may fax a New Hire Report on a photocopy of the Montana NHR form or fax a copy of the employee's W-4 form by dialing 1-888-272-1990. For the Helena area, and outside Montana, employers can fax to (406) 444-9290. You will need to photocopy, as needed, the original preprinted New Hire Reporting form.

Electronic Media

Employers may submit reports on: diskette or using the format outlined in the section entitled "Format for Electronic Reporting". Employers who wish to submit forms by modem should contact the New Hire Reporting Program for written instructions before submission.

Internet

E-mail: dbogle@mt.gov

URL: <http://www.mt.gov/revenue/programsandservices/newhire.asp>

Hard Copy

Employers may mail copies of the NHR form, W-4 form or any other reporting form so long as it clearly delineates the requested information to: Montana

New Hire Reporting Program

P.O. Box 8013

Helena, MT 59604-8013

Regardless of the format used, please make certain that all of the required information is included. Required W-4 information appears above as well as in bold on the New Hire Reporting form. For employees with no Social Security number, reports should be held by the employer until the number is obtained. Incomplete reports will be returned to the employer for correction.